Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Housing Finance Commission, Washington - Office#	Annual Application / Allocation Process Application packet, including Qualified Allocation Plan, Rules, policies, and Program Guidelines, as applicable.	99-05-59107 Rev.0	CALENDA R YEAR		528 Months	50 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Bond Transcripts Hard bound record of bond documents including official statement, trust indenture, financiing and regulatory agreements, letter of credit, deed of trust and bond counsel opinions. Also includes single-family monthly rollout transcripts.	98-06-58545 Rev.0	Bond Maturity or Defeasance (early pay off)		780 Months	75 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	IRS Form 8610 Annual tax credit allocations or awards provided to projects.	99-05-59108 Rev.0	CALENDA R YEAR	36 Months	192 Months	19 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Tax Credit Compliance Files Documents compliance with annual recertification requirements. REV 1: Change description; decrease retention from 1/45/46 yrs to 1/5/6 yrs, 2/6/01		CALENDA R YEAR	12 Months	60 Months	6 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Trustee Statements Provides a means of reconciling office records of bond accounts with those of the bank. Includes related journal entry documents.		Fiscal Year		408 Months	37 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Workshop Materials Materials used to train potential applicants regarding program. REV. 1 - Reduce retention from 24/48/6 12/04	99-05-59109 Rev.0	CALENDA R YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 100	Public Hearing Records Public hearing notices, affidavits of mailing, minutes from hearings, affidavits of publication, attendance sheets and mailing list. Also includes affidavits of mailing, mailing list and copy of meeting agendas for Commission special meetings.	06-11-61394 Rev.0	Bond Maturity or Earlier Payment of Bonds	12 Months	60 Months	6 Years	Archival OPR

Housing Finance	Non Profit Verification Certificate	07-08-61557	1/1/2007	0 Months	0 Months	0 Years	Non-Archival
Commission, Washington -	These records were created to collect ongoing info from	Rev.0					OFM
Office# 200	nonprofit entities that used our programs regarding their						
	501(C)(3) status and how their bond financed facilities were						
	being used. The records on file are dated and have little						
	relevance to the current status of the borrower or the bond						
	financed facilities, therefore the retention dated questionnaires is an unnecessary burdent on staff and cost to the Authority.						
	is an unnecessary burdent on stan and cost to the Authority.						
Housing Finance	8823 Packet Files	01-04-60064	CALENDA	12 Months	60 Months	6 Years	Non-Archival
Commission,		Rev.0	R YEAR				OPR
Washington - Office# 300	Non-compliance documents.						
Office# 300	NOTE: Letter in file - corrected retentions per Rec. Officer's						
	request 3/20/01						
Housing Finance	Bond Reports - No Trustee	05-06-60899	Calendar	6 Months	390 Months	33 Years	Non-Archival
Commission, Washington -	Compliance Reports to prove tax exemption of bond financed	Rev.2	Year				OPR
Office# 300	properties. Record retention requirements are outlines under						
Omoon ooo	Section 1.148-5(d)(6)(iii)(E) of the arbitrage regulations.						
	Rev 1 - Change in office retention from 18 mths to 12 mths						
	04/06						
	Rev 2 - Changed retention from 12/384/33 years - 03/07						
Housing Finance	Closed Project Files	11-02-62366	Calendar	6 Months	66 Months	6 Years	Non-Archival
Commission,		Rev.0	Year				OPR
Washington -	Files on projects that are no longer required due to the						
Office# 300	requirements of the Regulatory Agreement. Project files contain documents that showed they met their regulatory requirements.						
	Projects are multifamily complexes, senior housing facilities,						
	duplexes, triplexes houses owned by an entity on one or more						
	pieces of land that is secured by a Regulatory Agreement						
	(which is a covenant and runs with the land for a specific period						
Housing Finance	of time). Compliance General Correspondence	98-08-58669	Calendar	12 Months	60 Months	6 Years	Non-Archival
Commission,	Compilation Control Control	Rev.1	Year	12 IVIOITUIS	JO IVIOLITIES	o roars	OPR
Washington -	Provides chronological documentation of information exchanged						
Office# 300	between Compliance Division and property representative.						
	REV 1: Changed in office retention from 24 months to 12 months 04/06						
	111011013 04/00						

Housing Finance Commission, Washington - Office# 300	Compliance Property Transfer Files Documentation from owners related to sales of Commission financed properties or changes to General/Managing Partners of the owner partnerships. These docs are used for info purposes in the office, they are not the complete compliance property file. The compliance project files are retained under DAN 01-04-60063 titled Tax Credit Compliance Project Files with a 3 year retention period.	07-04-61414 Rev.0	Calendar Year	2 Months	34 Months	3 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 300	Preservation PAE Files Files generated by participation in HUD's Mark-to-Market program from 1999 to 2001. Both project files and administrative files for the program. The Commission is no longer participating in this program. NOTE in REMARKS COLUMN: Contract wiht OMHAR division of HUD requires we retain files for three years after contract termination. Contract terminated in 2001. REV 1: Changed in office retention from 24 mths to 12 mths 04/06	03-01-60416 Rev.1	Termination of Contract	12 Months	60 Months	6 Years	Archival OPR
Housing Finance Commission, Washington - Office# 300	Tax Credit Compliance Project Files Compliance documents for annual certification and recertification requirements, year 2000 forward. REV 1: Reduced in office retention from 12 months and increased records center retention from 24 months - 03/07	01-04-60063 Rev.1	CALENDA R YEAR	2 Months	34 Months	3 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 400	Permanent Bond Files Record of indentures, mortgage agreements, closing memos, correspondence, bond call dates, and bond 101 form for individual bond issues. Also includes Single family cash flow and arbitrage analyses.	98-06-58543 Rev.0	Bond Maturity or Defeasance (early pay off)	36 Months	84 Months	10 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	Approved Loan Compliance Files for Homeownership Programs Provides loan compliance documentation and correspondence for approved loan files for the Commission's Homeownership Programs (Purchase date is the day the loan file is approved for purchase. Cut off date is the purchase date on last file in each box. Average life of bond loan is 12 years, then add 7 years per legal recommendation = 19 year retention.	Rev.0	Purchase Date	12 Months	216 Months	19 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	Bond Program Register Provides documentation of legal documents and correspondence involved with establishing program.	89-05-44441 Rev.0	TERMINAT ION OF CONTRAC T	36 Months	72 Months	9 Years	Non-Archival OPR

First Serve System for Lender Participation Register Commission, Washington- Office# 500 Office# 500 Office# 500 Office# 500 Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 First Serve System for Lender Participation Register Commission, Washington- Office# 500 F			·					
Provides documentation of legal documents and correspondence involved with participation in programs. Includes Mortgage Origination Agreement. REV 1: Added last sentence to description to read "includes mortgage origination agreement" and changed cut-off from Calendar Year to "expiration of mortgage origination agreement and changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certification Open Enrollment Training Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register - 03/05 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register - 03/05 Mortgage Credit Certificate Program Register - 03/05 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Approved by program administrators. NOTE: hand written agencyloffice change made on schedule. From 181/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers Approved by program administrators. NOTE: hand written agencyloffice change made on schedule. NOTE: hand written agencyloffice change made on schedule.	Housing Finance	First Serve System for Lender Participation Register	98-07-58590		84 Months	0 Months	7 Years	Non-Archival
Office# 500 Correspondence involved with participation in programs. Includes Mortgage Origination agreement. REV 1: Added last sentence to description to read "includes mortgage origination agreement." Agreement.	· · · · · · · · · · · · · · · · · · ·		Rev.2					OPR
Includes Mortgage Origination Agreement. REV 1: Added last sentence to description to read "includes mortgage origination agreement" and changed cut-off from Calendar Year to "expiration of mortgage origination agreement. 07/02. REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Red on schedule. Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program dade on schedule. Mortgage Credit Certificate Program Wouchers approach approach of the related correspondence involved with the stablishing program. NOTE: hand written agency/office change made on schedule. Frovides documentation of length of the program Pouchers approach of the provides documentation of the program Pouchers approach of the provides documentation of length of the program Pouchers approach of the provides documentation of length of the program Pouchers approach of the provides documentation of length of the provides documentation of length of the program Pouchers and correspondence involved with establishing program. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers approach of the program Pouchers approach of the program Pouchers approved by program administrators. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule.	_			_				
REV 1: Added last sentence to description to read "includes mortgage origination agreement." and changed cut-off from Calendar Year to "expiration of mortgage origination agreement." and changed cut-off from Calendar Year to "expiration of mortgage origination agreement." O7/02. REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certification Training Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Vouchers Approved by program administrators. NOTE: hand written agencyloffice change made on schedule. NOTE: hand written agencyloffice change made on schedule.	Office# 500			Agreement				
mortgage origination agreement" and changed cut-off from Calendar Year to "expiration of mortgage origination agreement. 7702. REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Age on schedule. From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers Approved by program administrators. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. Provides documentation of legal documents and correspondence involved with establishing program. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. Provides documentation of legal documents and correspondence involved with establishing program. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.								
Calendar Year to "expiration of mortgage origination agreement. O7/02. REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mashington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Provides documentation of legal documents and correspondence involved with establishing program. Mortgage Credit Certificate Program Register Commission, Provides documentation of legal documents and correspondence involved with establishing program. Mortgage Credit Certificate Program Register Commission, Provides documentation of legal documents and correspondence involved with establishing program. Mortgage Credit Certificate Program Vouchers From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers approved by program administrators. Mortgage Credit Certificate Program Administrators. Mortgage Credit Certificate Program Vouchers approved by program administrators. Mortgage Credit Certificate Program Vouchers approved by program administrators. Mortgage Credit Certificate Program Vouchers approved by program administrators. Mortgage Credit Certificate Program Vouchers approved by program administrators.		REV 1: Added last sentence to description to read "includes						
REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Homeownership Program Open Ernollment Training Register Commission, Washington - Office# 500 Office# 500 Housing Finance Commission, Washington - Office# 500 Office# 500 Housing Finance Commission, Washington - Office# 500 Office# 500 Housing Finance Commission, Washington - Office# 500								
REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6. Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers approved by program administrators. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.		Calendar Year to "expiration of mortgage origination agreement.						
Housing Finance Commission, Washington - Office# 500 Homeownership Program Open Enrollment Training Register Commission, Washington - Office# 500 Homeownership Program Open Enrollment Training Register Commission, Washington - Office# 500 Homeownership Program Open Enrollment Training Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Provides documentation of Lender Certification Open Enrollment Training Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Provides documentation of legal documents and correspondence involved with establishing training Rejorate Commission, Washington - Office# 500 Provides documentation of legal documents and correspondence involved with establishing program. Provides documentation of legal documents and correspondence involved with establishing program. Provides documentation of legal documents and correspondence involved with establishing program. NoTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 Mortagage Credit Certificate Program Vouchers approved by program administrators. Provides documentation of mortagage credit certificates approved by program administrators. NoTE: hand written agency/office change made on schedule. Provides documentation of mortagage credit certificates approved by program administrators. NoTE: hand written agency/office change made on schedule. Provides documentation of mortagage credit certificates approved by program administrators. NoTE: hand written agency/office change made on schedule. Provides documentation of mortagage credit certificates approved by program administrators. NoTE: hand written agency/office change made on schedule. Provides documentation of mortagage credit certificates Provides documentation of mortagage credit certificates Provides		07/02.						
Housing Finance Commission, Washington - Office# 500 Homebuyer Education Seminars and Correspondence Commission, Washington - Office# 500 Housing Finance		REV. 2 - changed cut-off from Expiration of Mortgage						
Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Vouchers Approved by program administrators. Mortgage Credit Certificate Program Vouchers Approved by program administrators. NOTE: hand written agencyloffice change made on schedule.		Origination Agreement and changed retention from 60/12/6.						
Washington-Office# 500 Office# 500 Office# 500 Office# 500 Office# 500 Office# 500 Office# 500 Housing Finance Commission, Washington-Office# 500 Office# 500 Housing Finance Commission, Washington-Office# 500 Office# 500 Housing Finance Commission, Washington-Office# 500 Office# 500 Housing Finance Commission, Washington-Office# 500 Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. Office# 500 NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.	Housing Finance	Homebuyer Education Seminars and Correspondence	02-03-60360	Seminar	24 Months	0 Months	2 Years	Non-Archival
Office# 500 exception requests, class certificates, attendance rosters, and other related correspondence involved with maintaining seminar records. Housing Finance Commission, Washington - Office# 500 Housing Finance Commission - Washington - Office# 500 Housin	Commission,		Rev.0	Finish Date				OFM
thousing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 NoTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.	Washington -	Provides documentation of homebuyer education seminars,						
Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Non-Archival Correspondence involved with establishing program. Note: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Note: hand written agency/office change credit certificates approved by program administrators. Note: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. Note: hand written agency/office change made on schedule. Note: hand written agency/office change made on schedule. Note: hand written agency/office change made on schedule.	Office# 500	exception requests, class certificates, attendance rosters, and						
Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.		other related correspondence involved with maintaining seminar						
Commission, Washington - Office# 500 Provides documentation of Lender Certification Training Schedules, correspondence and participation logs involved with establishing training. REV 1: Changed title from Lender Certification Open Enrollment Training Register - 03/05 Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.		records.						
Washington - Office# 500 Provides documentation of Lender Certification Training Schedules, correspondence and participation logs involved with establishing training. REV 1: Changed title from Lender Certification Open Enrollment Training Register - 03/05 Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.	Housing Finance	Homeownership Program Open Enrollment Training Register	98-07-58589	CALENDA	36 Months	36 Months	6 Years	Non-Archival
Office# 500 Schedules, correspondence and participation logs involved with establishing training. REV 1: Changed title from Lender Certification Open Enrollment Training Register - 03/05 Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule.	Commission,		Rev.0	R YEAR				OPR
establishing training. REV 1: Changed title from Lender Certification Open Enrollment Training Register - 03/05 Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.	Washington -	Provides documentation of Lender Certification Training						
Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.	Office# 500	Schedules, correspondence and participation logs involved with						
Housing Finance Commission, Washington - Office# 500 Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Correspondence involved with establishing program. Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.		establishing training.						
Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Commission, Washington - Office# 500 MOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Register Rev.0 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.		REV 1: Changed title from Lender Certification Open Enrollment						
Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Rev.0 Rev.0 ION OF CONTRAC T T Sept.0 TERMINAT I2 Months 72 Months 7 Years Non-Archival OPR OPR OPR OPR OPR OPR OPR Non-Archival OPR		Training Register - 03/05						
Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Rev.0 Rev.0 ION OF CONTRAC T T Sev.0 NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Rev.0 Note: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.								
Washington - Office# 500 Provides documentation of legal documetns and correspondence involved with establishing program. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule. Provides documentation of mortgage credit certificates approved by program administrators. NOTE: hand written agency/office change made on schedule.	Housing Finance	Mortgage Credit Certificate Program Register	89-05-44439	TERMINAT	36 Months	72 Months	9 Years	Non-Archival
Office# 500 correspondence involved with establishing program. NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.	Commission,		Rev.0	ION OF				OPR
NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989. Housing Finance Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. NOTE: hand written agency/office change made on schedule.	Washington -	Provides documentation of legal documetns and		CONTRAC				
Housing Finance Commission, Washington - Office# 500 From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers Rev.0 Mortgage Credit Certificate Program Vouchers Rev.0 ION OF CONTRAC T NOTE: hand written agency/office change made on schedule.	Office# 500	correspondence involved with establishing program.		Т				
Housing Finance Commission, Washington - Office# 500 From 161/200 to 148/500 5-17-1989. Mortgage Credit Certificate Program Vouchers Rev.0 Mortgage Credit Certificate Program Vouchers Rev.0 ION OF CONTRAC T NOTE: hand written agency/office change made on schedule.								
Housing Finance Commission, Washington - Office# 500 Mortgage Credit Certificate Program Vouchers Rev.0 Mortgage Credit Certificate Program Vouchers Rev.0 Rev.0 TERMINAT ION OF CONTRAC T NOTE: hand written agency/office change made on schedule.		NOTE: hand written agency/office change made on schedule.						
Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Rev.0 ION OF CONTRAC T NOTE: hand written agency/office change made on schedule.		From 161/200 to 148/500 5-17-1989.						
Commission, Washington - Office# 500 NOTE: hand written agency/office change made on schedule. Rev.0 ION OF CONTRAC T NOTE: hand written agency/office change made on schedule.	Housing Finance	Mortgage Credit Certificate Program Vouchers	89-04-44087	TERMINAT	12 Months	72 Months	7 Years	Non-Archival
Office# 500 approved by program administrators. T NOTE: hand written agency/office change made on schedule.			Rev.0	ION OF				OPR
NOTE: hand written agency/office change made on schedule.	Washington -	Provides documentation of mortgage credit certificates		CONTRAC				
NOTE: hand written agency/office change made on schedule.	Office# 500			Т				
		NOTE: hand written agency/office change made on schedule.						
		, , , , , , , , , , , , , , , , , , , ,						

Housing Finance	Non-Approved Loan Compliance Files for Homeownership	00-09-59900	Log-In Date	12 Months	0 Months	1 Years	Non-Archival
Commission,	Programs	Rev.0					OFM
Washington -							
Office# 500	Provides loan compliance documentation & correspondence for						
	non-approved loan files for the Commission's Homeownership						
	Programs. (Log-in Date is the date each file is received by						
	office. Cut off date is the log-in date on last file in each box.						
	Each loan reservation (file) expires closing of the 120th day and						
	a new reservation must begin thereafter. Nine months is added						
	cushion for recording purposes before destroying files = 1 year						
	retention.						
	0: 1.5 !! 5	00.05.44440	OAL END A	04.14 "	40.14	0.14	A 1. 1
Housing Finance	Single Family Programs General Communications	89-05-44442	CALENDA	24 Months	12 Months	3 Years	Archival
Commission,	Booking to the second s	Rev.0	R YEAR				OFM
Washington -	Provides documentation of general information exchange						
Office# 500	between the single family programs department and various						
	entities.						
	NOTE: hand written agency/office change made on schedule.						
	From 161/200 to 148/500 5-17-1989.						
Housing Finance	Inactive Projects	99-05-59111	Application	12 Months	60 Months	6 Years	Non-Archival
Commission,	mactive Projects	Rev.0	Year	12 MOHUIS	00 Months	0 Tears	OFM
Washington -	Application for projects not receiving credit.	1164.0	i cai				OI W
Office# 600	Application for projects not receiving credit.						
Housing Finance	Project Files	99-05-59110	Application	72 Months	528 Months	50 Years	Non-Archival
Commission,	i rojour noo	Rev.0	Year	, _ wond	020 Months	50 10013	OPR
Washington -	Application, correspondence, credit calculations, legal contracts,	1.07.0	1 541				0111
Office# 600	IRS form(s) 8609, and information pertaining to allocations, as						
J.1110011 000	applicable.						
	REV 1: Change the words IRS forms(s) to IRS form(s) 12/04						
	12/01						